

## **SUBMITTING YOUR PROPOSAL ON THE EGRANTS SYSTEM – NEW OR RECOMPETING APPLICANTS**

Proposals will be submitted in eGrants (cns.gov and click on eGrants link), **no later than January 4, 2012 at 5:00 p.m. EST.**

To access eGrants, you must create an eGrants account. We suggest you first prepare and save your Proposal as a word processing document prior to inputting it into eGrants, then copy and paste the document into eGrants.

Please note that eGrants has character limitations. In eGrants, you will enter text for Section(s);

- A. Executive Summary
- B. Rationale & Approach (Program Design)
- C. Organizational Capacity
- D. Cost Effectiveness and Budget Adequacy
- E. Evaluation Plan.

**NOTE:** You may not exceed 26 double-spaced pages for the Narratives, including the Executive Summary and Cover Page, as the pages print out from eGrants. Reviewers will not consider material submitted over the page limit, even if eGrants allows you to enter and submit text over the limit. From the Review and Submit page, print out your application prior to final submission to ensure it is not over the 26 page limit. This limit does not include the budget and performance measures.

Grant Proposals must provide a Duns and Bradstreet Data Universal Numbering System (DUNS) number. The DUNS number is known as the universal identifier and helps the federal government improve statistical reports on federal grants and cooperative agreements. The DUNS number will not replace the EIN. DUNS numbers may be obtained at no cost by calling the DUNS number request line at (866) 705-5711. There is a DUNS number field in the Organization section in eGrants.

**TO CREATE YOUR APPLICATION IN EGRANTS** (after you have established an account login and are at your homepage):

1. Go to cns.gov and click on the eGrants link (the grants.gov website is **not** the correct website for this grant opportunity).
2. At your eGrants homepage, click on ***Start a New Application***.
3. Under Select a NOFA in the “select a program area”, Select AmeriCorps and click GO.
4. Select a NOFA;

New applicants applying for an Operational Program select:  
*Commission AmeriCorps State FY 2012*

New applicants applying a Fulltime Fixed-amount Program select:  
*Commission AmeriCorps State Fixed Amount Grants FY 2012*

New applicants applying for an Education Award Only Program select:  
*Commission Competitive Education Awards Program FY 2011*

NOFA Summary: These grant funds support community service programs under AmeriCorps and operate through state service commissions." The due date will be shown as January 18, 2012. THIS IS THE NATIONAL DUE DATE for Commissions to finalize applications. **THE DUE DATE FOR THIS APPLICATION IS January 4, 2012.**

Then Click **Next**

5. Select a state: UTAH

6. Select Prime ID #: Utah Commission on Volunteers

7. Click on the "next" button.

You are ready to start your application. Use the navigation toolbar on the left to complete your application. Your AmeriCorps proposal consists of the following components. Please make sure to address, in full, each section as necessary and respond to the additional information described below.

#### **Application Info**

**Narratives**

**Performance Measures**

**Documents**

**Budget Section 1**

**Budget Section 2**

**Budget Section 3**

**Review**

**Authorize and Submit**

#### **NEW APPLICANT INFO**

Review the Applicant Info sections. Sections are self-explanatory.

#### **NOFA Information**

#### **Applicant Information**

**Project Information** - The project information section defines the name and location of the project, the state in which the volunteers or members will be serving, and the name and contact information for the project director. **First-time applicants:** Use the "enter new" link to enter the information about your project. (Hint: Select a unique project name for each application that you submit.)

**Continuation Requests and Re-compete Applicants:** Use the view/edit link to review the project name and address and update as necessary and confirm that the project name associated with this request matches the project name used last year.

- 1 Select a Project
- 2 Enter Project Location
- 3 Enter Project Focus
- 4 Select Project Director
- 5 Enter Project Website (if applicable)

## **APPLICATION INFO**

1. Areas affected by the project
2. Project Start and End dates
3. Subject to Review by State Executive Order 12372 (NO for all applicants)
4. Delinquent of any Federal Debt (pertains to individual organization)

**NARRATIVES** - As you cut and paste each section of the narrative into eGrants, you must stay within the character limits.

## **BUDGET**

All the amounts you request must be defined for a particular purpose. Do not include “miscellaneous,” “contingency” or other undefined budget amounts.

Do not include unallowable expenses such as, entertainment costs (which include food and beverage costs).

Do not include fractional amounts (cents). Round to the nearest dollar.

## **Performance Measures**

All AmeriCorps programs establish, track, and assess performance measures. Performance measures help determine how well the services provided by your program assisted those served.

All applicants must select the type of performance measures they will submit along with the proposal narrative. Applicants can choose one of the following:

**Selection #1:** Applicant Determined Performance Measures. Performance measures developed by the applicant must align with the goals and expected impact of the proposed program. Applicants selecting this option must follow the guidance for APPLICANT DETERMINED PERFORMANCE MEASURES at

<http://www.nationalserviceresources.org/files/eGrants-instructions-for-Performance-Measures-4-30-10.pdf>

OR

**Selection #2:** Opting in to National Performance Measures developed by the Corporation for National and Community Service. Applicants selecting this option must follow the guidance for OPTING in to NATIONAL PERFORMANCE MEASURES link at

<http://www.nationalserviceresources.org/files/eGrants-instructions-for-Performance-Measures-4-30-10.pdf>

For more information about the National Performance Measures Pilot go to:

<http://www.nationalserviceresources.org/national-performance-measures/home>

**Program Evaluation:** In eGrants, you must change the status of the evaluation and audit documents from the default “Not Sent” to the applicable status (Sent, Not Applicable, or Already on File).

**Review** - Review your entire document for errors or needed details.

**Verify Budget** - In eGrants, you must verify your budget by selecting the “verify” budget at the end of entering all of your budget information. eGrants will notify you of any errors and you can not authorize and submit your grant without eGrants verifying you’re your budget has no errors.

**Verification:** When an application is submitted, eGrants checks to make sure all the required information has been entered. You can optionally run a check before submitting by clicking this link. If there are errors in your application, a box will be displayed explaining each error.

**Authorize and Submit** - Please read the authorization, assurances, and certifications below. If your name appears, please click on "I Agree." You must view or print the assurances/certifications before you can click on each "I Agree" for assurance or certification. If your name does not appear, but you are the appropriate person for that section, you may click on it anyway.